

## Higher Education Admissions Policy

**TYPE:** Policy

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**PURPOSE:** To explain the HE admission process

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**SCOPE:** This policy applies to all students applying to do a higher education programme at Solihull College & University Centre & University Centre

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**RESPONSIBILITY:** The Vice Principal HR & Student Services is responsible for this policy. The Director Student Services & Equality is responsible for the monitoring of the policy.

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**LEGAL CONTEXT:** N/A

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### **PUBLICATION:**

**Staff Hub/Intranet:** (Y/N)

**Website:** (Y/N)

**Student Hub:** (Y/N)

Reviewed By	Created	Last Reviewed	Next Review Date	Total Pages
Adam Thomas	2015	January 2016	January 2018	6

## **Higher Education Admissions Policy**

### **1. POLICY STATEMENT**

- 1.1** This policy applies to all students applying to do a higher education programme at Solihull College & University Centre (SCUC) including Higher National programmes.
- 1.2** It does not apply to franchised courses from partner institutions including Oxford Brookes University, Warwick University, Coventry University, Newman University and the University of Northampton
- 1.3** SCUC is committed to fair access and encourages applications from all who are able to demonstrate potential to meet the entry criteria for the relevant course and benefit from study at undergraduate level.
- 1.4** Applicants are considered on the basis of their merits, abilities and potential, regardless of race, ethnic origin, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religion or belief. SCU's admissions policies and procedures are designed to ensure that all applications are considered fairly and consistently and in accordance with professional standards.

### **2 EQUAL OPPORTUNITY**

- 2.1** Solihull College & University Centre is committed to the promotion of equality of opportunity in all of its activities and to encouraging access to the college from all groups, irrespective of race, gender, age, disability, faith or sexual orientation. SCUC is working to create an environment in which diversity and individual difference are positively valued in an atmosphere free from harassment and discrimination. SCUC takes its legal and moral obligations with respect to equal opportunities seriously. The college welcomes dialogue with groups and individuals on ways in which its equal opportunities policies and practice can be enhanced.
- 2.2** Solihull College & University Centre will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, disability, age and unrelated criminal convictions.

### **3 MARKETING AND RECRUITMENT**

- 3.1** Solihull College & University Centre's marketing and recruitment communications are disseminated through promotional materials and activities which we aim to ensure are accurate, current, and accessible.

#### **Marketing and recruitment activities include:**

- participation at education exhibitions
- collaboration with partner institutions
- SCUC Open Days

**Marketing and recruitment information is communicated through a variety of different media and includes:**

- online prospectus
- the SCUC website ([www.solihull.ac.uk](http://www.solihull.ac.uk)) and partner websites
- social media

#### **4 ADMISSIONS**

Solihull College & University Centre operates a centralised undergraduate admissions process for applications received via UCAS (full time applications) and the College website. Applications are processed by the HE Admissions Officer who acts as the main contact for applicants throughout the admissions process. However, selection decisions are made by members of the academic team.

#### **5 ROLE OF APPLICANTS IN THE ADMISSIONS PROCESS**

**Applicants are expected to:**

- provide complete and honest information in applications submitted to the College
- respond in a timely manner to requests for further information from the College, communicate any changes to the information supplied in their application as soon as possible
- be courteous and respectful in their communications with SCUC staff.

#### **6 ENTRY CRITERIA**

##### **6.1 Academic requirements**

SCUC welcomes applications from suitably qualified students with NQF/QCF Level 3 qualifications including A Levels, BTEC Diplomas, International Baccalaureate, Level 3 Advanced Diplomas, Access courses (approved by the Quality Assurance Agency), Open University qualifications and a range of professional qualifications. A range of EU and other international qualifications are also accepted.

Some courses will have specific requirements for GCSE English or Maths or a Science or equivalent qualifications such as Functional Skills.

Each course will have specific entry criteria which are clearly set out in on the SCUC website and UCAS website.

Mature students without full entry qualifications but with relevant career experience may also be admitted to some courses. Please refer to the course leaflet for full guidance.

## **6.2 Application**

Applications to full time higher education courses will be through UCAS. Any student applying direct to Solihull College & University Centre for a Full Time course will be advised and supported to apply through UCAS.

Applications to part time courses will be through completion of the online application form available on the SCUC website and then processed by the HE Admissions Officer.

## **6.3 Interviews**

The interview process is considered a key element of entry and as such a successful interview is considered part of the entry requirement for the course. This provides an opportunity for applicants to meet members of academic team in order to provide a cooperative assessment of their suitability for the course.

Once the application has been received as above, an interview will be arranged with the Programme Leader or designated representative of the programme team. All applicants are expected to attend their interview unless there are valid circumstances such as the applicant lives a considerable distance away and would find it difficult to attend. Under such circumstances a telephone or Skype interview will be conducted.

During UCAS clearing telephone and/or Skype interviews may be offered to applicants to ensure that offers are made to applicants in a timely manner.

## **6.4 Communication of offer**

Decisions made following interviews are communicated to applicants via UCAS Track (full time applicants) and by letter from the SCUC Admissions. The offer letter will set out any conditions that the applicant must meet.

Should the interview be unsuccessful a reject decision is relayed via UCAS Track (full time applicants) and via the interview process for part time applicants.

The HE Admissions officer within Student Services is responsible for all communications with UCAS regarding the admissions process, including the transmission of admissions decisions.

## **6.5 Support for Students with Learning Difficulties and/or Disabilities**

SCUC welcomes applications from students with learning difficulties and/or disabilities and aims to ensure that their experience is as positive as that of other students.

Applicants who disclose a disability are supported at interview by a member of the Additional Needs Team. All applicants must meet the entry requirements.

For those students with Learning Difficulties and/or Disabilities a further assessment of need may be necessary following the initial interview to ensure that the college is able to offer the support required. Students with learning difficulties or disabilities should apply for DSA (Disabled Students Allowance).

### **6.6 Assessment of applicant fee status**

Applicants are required to declare their fee status when they complete their UCAS application or via the online application form for part time applicants, selecting from a number of options including UK home, EU or overseas (non-EU) fee status. The Admissions Officer checks information in the application relating to fee status, including the nationality, country of residence, address and declared fee status. Where the combination of information provided suggests that the fee status declared by the applicant may be incorrect or insufficient information is provided SCUC carries out a fee status assessment. SCUC does not exercise discretion when determining applicants' fee status. The College reserves the right to amend an applicant's fee status after the formal offer has been issued.

### **6.7 Fraudulent applications, including similarity detection in personal statements**

Applications submitted via UCAS are subject to the anti-fraud procedures and checks carried out by UCAS.

### **6.8 Declaration of criminal convictions**

Applicants are required by UCAS to declare criminal convictions that are not spent at the time of application. Applicants for specific courses, such as Health and Social Care and Early Years may be required to declare spent criminal convictions in certain circumstances and will be notified of this where appropriate.

## **7 CONFIRMATION**

### **7.1 Consideration of applicant results**

Solihull College & University Centre considers the results of all applicants who are holding a Conditional Firm (CF) or Conditional Insurance (CI) place before deciding whether to confirm an applicant's place. In the case of results not provided by UCAS, it is the applicant's responsibility to provide evidence of the results of academic and English language qualifications. Solihull College & University Centre reserves the right not to confirm an applicant's place if they do not provide evidence of having met the conditions by the published deadline.

### **7.2 Verification of results**

Solihull College & University Centre reserves the right to verify all results by receiving and checking original certificates prior to confirming an applicant's place and/or permitting enrolment with the College.

### **7.3 Deferrals**

Once confirmation of results has been received, applicants can choose to defer the entry of their application until the following year. This must be agreed with the course leader and then the applicant must confirm in writing or email (verbal confirmation is not accepted) to the admissions officer who will then confirm with the course leader and defer the application through UCAS.

## **8 APPEALS PROCESS**

The College ensures that applicants will have the right of appeal if they are dissatisfied with an admission decision of Solihull College & University Centre. Applicants should note that published entry criteria must be met. Any appeals should be made in writing to the Assistant Principal of the relevant Faculty. This must be done within 10 days of an initial admissions decision being made. Applicants wishing to appeal should refer to the Admissions Appeal procedure.

## **9 FURTHER INFORMATION**

For further information on Higher Education procedures please contact the Admissions team on [admissions@solihull.ac.uk](mailto:admissions@solihull.ac.uk) or 0121 678 7000.